



# ISLANDHOUSINGTRUST

Creating and Sustaining Permanent Solutions

Post Office Box 779 • West Tisbury MA 02575 • 508-693-1117 • IHt@vineyard.net • www.IHtmv.org

November 10, 2011

Frank Fenner, Chairman  
Chilmark Board of Selectmen  
Chilmark Town Hall  
Beetlebung Corner  
Chilmark, MA 02535

Dear Frank,

On behalf of the Island Housing Trust, I would like to express my appreciation and gratitude for the many years Warren Doty has served on the Island Housing Trust board of directors as the Town of Chilmark's representative. Warren's leadership and support during the Island Housing Trust's formative years was essential and is tremendously appreciated. At this time, I would like to formally request that the Town of Chilmark designate a representative to the Island Housing Trust's board of directors to complete Warren three-year term ending on March 1, 2013.

The Island Housing Trust serves as an island-wide steward and developer of affordable housing with representatives from each of the island towns, the Dukes County Regional Housing Authority, the community at-large, and resident homeowners. The Island Housing Trust holds monthly board meeting, typically the second Saturday of each month from 8:30 to 10:30 in the morning, at the Vineyard Housing Office, 346 State Road, in Vineyard Haven. All board meetings are open to the public. Please find attached a copy of the job description for members of the board.

The Island Housing Trust looks forward to continuing its successful partnership with island towns and other non-profit organizations that has resulted in the creation of 42 permanently affordable homeownership opportunities over the past six-years.

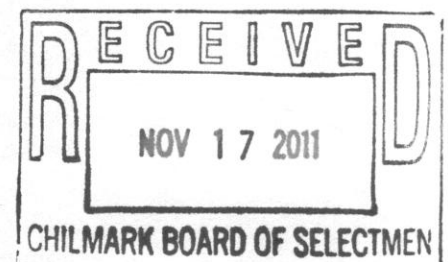
Thank you for your attention to this important matter. Please don't hesitate to have prospective candidates contact me at 508-693-1117.

Sincerely,



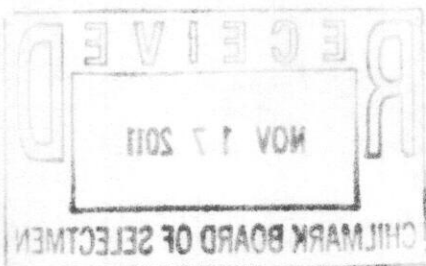
Philippe Jordi,  
Executive Director

Cc: Chilmark Affordable Housing Committee



BOARD OF DIRECTORS

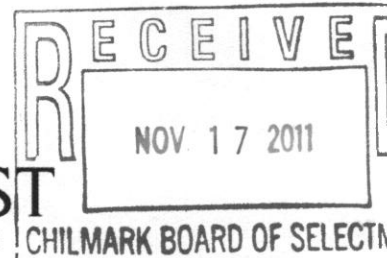
Richard Leonard, Chair • Paul Moreau, Treasurer • Victoria Haeselbarth, Clerk  
Dick Bluestein • Matt Coffey • Warren Doty • Janet Health • Tristan Israel • Richard Knabel  
Andre Mallegol • Darran Reubens • Doug Ruskin • Wendy Swolinzky





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## **Job Description: Member of the Board of Directors**

### **INTRODUCTION:**

The board as a whole has the responsibility for governing the entire organization. The board is responsible for determining the organization's policies and direction, for raising funds necessary to complete the organization's work, for representing the organization to the community at-large, and for insuring sound financial management.

### **RESPONSIBILITIES:**

#### **Human Resources:**

1. Select and support the Executive Director: review performance at least annually and provide on-going assistance as requested by the Executive Director.
2. Personnel Policies: set policy regarding salaries, benefits and grievance procedures.
3. Volunteer Involvement: set policy regarding how the organization treats, recognizes and celebrates its volunteers.
4. Board development: recruit and orient new board members, train, evaluate and recognize existing board members and provide board members with opportunities to grow and develop as leaders.

#### **Planning:**

1. Set and review IHT's mission and goals on an annual basis.
2. Plan for IHT's future, on a long-term and short-term basis.
3. Decide and plan what projects and programs IHT will provide.
4. Evaluate IHT's programs and operations on a regular basis.

#### **Finance:**

1. Ensure financial accountability of the organization.
2. Oversee an ongoing process of budget development, approval and review.
3. Set policies for managing and maintaining properties and investments.

#### **Fundraising:**

1. Participate in fundraising activities in a manner that matches the individual's skills and abilities.
2. Participate in fundraising trainings to increase skill levels.
3. Ensure adequate resources to achieve the organization's mission and implement the organization's programs and projects.

#### **Community Relations:**

1. Communicate the IHT's programs and services to respective representative bodies (municipal government, homeowner/ lessees)
2. Ensure that IHT's programs and services appropriately address community needs, and are inclusive of members of the wider Martha's Vineyard Island community.
3. Promote IHT to the general public, including serving as an emissary to the community.
4. Promote cooperative action with other organizations, including activities and occasions when the organization should take part in coalitions, joint fundraising, etc.



### **Resident Relations:**

1. Ensure that IHT's programs and services appropriately address the needs of current and prospective residents of IHT homes.
2. Serve as a liaison or emissary to residents of IHT homes to keep them informed and connected to the organization.
3. Ensure that residents of homes on IHT land have access to programs that can help them to be successful homeowners or tenants.

### **Operations:**

1. Ensure that IHT's administrative systems are adequate and appropriate.
2. Ensure that the board's operations are adequate and appropriate.
3. Ensure that the organizational and legal structure is adequate and appropriate.
4. Ensure that IHT and its board members meet all applicable legal requirements.

### **Requirements for Board Service:**

1. A demonstrated interest in providing affordable housing in a way that honors all individuals and maintains our islands' character.
2. Specific experience, knowledge or commitment in at least one area: Human Resources, Planning, Finance, Fundraising, Community Relations, Resident Relations, or Operations.
3. Skills, knowledge, or perspective necessary to provide a broad mix on the board of trustees.
4. A willingness to expand knowledge or board responsibilities through orientation and ongoing training.
5. A willingness to represent the organization to the community.
6. A minimum of eight hours per month, with opportunities enough for 20 or more hours per month. The *minimum* commitment is distributed approximately as follows:

3 hours	- Regular monthly board meetings and preparation
2 hours	- Regular committee meetings and preparation
3 hours -	- Governance and fundraising activities
7. A willingness to participate in board fundraising activities and to make your own financial contribution to the organization to the best of your ability.

